

## CHAPTER 16. ACCOMPLISH DESIGNATION/ISSUE CERTIFICATES AS AN AIRMAN CERTIFICATION REPRESENTATIVE, LIMITED TO EXAMINING AUTHORITY UNDER PART 141

### SECTION 1. BACKGROUND

**1. OBJECTIVE.** The objective of this task is to complete the procedures required for designation as an airman certification representative (ACR) employed by a Federal Aviation Administration (FAA)-approved pilot school with examining authority, and to issue airman certificates in accordance with that authorization. Successful completion of this task results in designation as an ACR and the appropriate exercise of the ACR's authority.

**2. GENERAL.** Approved pilot schools with examining authority under Title 14 of the Code of Federal Regulations (14 CFR) part 141 may request the designation of an ACR authorized to issue airman certificates to graduates after the school's chief instructor determines that the applicants have satisfactorily completed the appropriate courses.

*A. ACR Privileges and Limitations.* An ACR is authorized to accept applications for pilot certificates and/or ratings from the graduates of an approved pilot school holding appropriate examining authority under 14 CFR part 141. The ACR may accept applications only from eligible course graduates of the pilot school named on the examiner's Certificate of Authority and Certificate of Designation.

(1) The ACR is authorized, after review of the applicant's training records and eligibility, to issue pilot certificates and ratings without further testing.

(2) An ACR is NOT authorized to conduct any knowledge or practical tests in connection with ACR duties.

(3) If an ACR also holds designated pilot examiner (DPE) authority, that person must be issued separate ACR and DPE designations/letters of authority.

*B. Record of Applications.* An ACR shall maintain a record of all certificate and rating applications processed, including those denied and returned to the pilot school for further action.

(1) If an application is denied, the ACR shall return the application, training records, and all attachments to the appropriate pilot school authorities for action.

(2) An ACR is not authorized to issue FAA Form 8060-5, Notice of Disapproval of Application.

**3. SELECTION OF ACRs.** The holder of an examining authority under part 141, subpart D, may request ACR designation for an owner, corporate officer, partner, or other responsible employee of that company. The pilot school requesting an ACR designation must hold examining authority for both flight and knowledge test privileges or flight test privileges only. Holders of knowledge test privileges only are not eligible for ACR designation.

*A. Application.* The pilot school applying for an ACR designation must submit an FAA Form 8710-10, National Examiner Board—Designated Pilot Examiner Candidate Application, which can be obtained from a Flight Standards District Office (FSDO) or via the Internet. The candidate completes the application as indicated and returns it to the supervising FSDO. The FSDO will review the ACR candidate's qualifications and background in pilot school administration or management and consider the attitude of the candidate's employer regarding ACR responsibilities.

**NOTE: Do not send the application to the National Examiner Board (NEB).**

*B. General Eligibility and Experience Requirements.* In addition to the selection criteria in paragraph 5, an ACR candidate:

(1) Must be at least 21 years of age.

(2) Is not required to be a U.S. citizen.

(3) Must hold at least a commercial pilot certificate with an instrument rating.

(4) Must have a good record as a pilot in regard to accidents, incidents, and violations.

(5) Must have a reputation for integrity and dependability in the industry and the community. Applicants who have had their pilot certificate revoked for falsification or forgery are ineligible. Under unusual circumstances, the regional flight standards division manager may grant a waiver.

(6) Must hold a management or administrative position in the pilot school organization that is superior to the chief flight instructor designated for each course of training conducted under examining authority.

(7) Must have been employed as the chief flight instructor of the pilot school or have held one of the other positions indicated in subparagraph (6) for at least 12 months immediately preceding the application for designation.

*C. Alternative Experience.* The holder of a current DPE designation meets all eligibility and experience requirements for designation as an ACR. A current DPE is authorized to perform ACR duties and responsibilities (for any airman certificate or rating) without further need for approval or authorization from the supervising FSDO.

*D. Exceptions.* A recommendation for the designation of a candidate who does not meet all of the applicable eligibility and experience requirements is forwarded to the regional flight standards division manager for consideration. The recommendation should include a statement of all special circumstances affecting the designation. The division manager's approval is required before any commitment is made or a Certificate of Authority is issued.

*E. Examination of the Candidate.* After determining that the applicant meets the eligibility and experience requirements, an inspector will conduct an oral examination to determine the candidate's knowledge of:

- (1) Pilot school certification requirements.
- (2) Pilot school general operating rules.
- (3) Examining authority privileges and limitations.
- (4) Pilot certificate and rating requirements and procedures.
- (5) The standards and requirements of the pilot school represented.

*F. Training.* If the inspector deems the candidate's knowledge adequate for effective administration of the

designation, the inspector will instruct the candidate on procedures to be used in evaluating airman applications and training records to determine the validity of the pilot school's recommendations.

*G. Designation.* The FSDO issues the new ACR a Certificate of Designation, a Certificate of Authority, and an initial supply of official materials appropriate to the authorization.

(1) An inspector will instruct the ACR on how to correctly complete, check, and forward certification files to the FSDO.

(2) ACRA certification files may be sent directly to the FAA Airmen Certification Branch, AFS-760.

**4. CERTIFICATION OF GRADUATES.** When the ACR issues a certificate and/or rating, the examiner shall complete and certify the appropriate information on the reverse side of FAA Form 8710-1, Airman Certificate and/or Rating Application. (See Figure 16-1.)

*A. Temporary Airman Certificate.* The ACR shall use the guidance in chapter 5, section 1, paragraphs 25 and 26, as applicable, to prepare FAA Form 8060-4, Temporary Airman Certificate.

*B. Certification File.* The ACR should use the guidance in chapter 5, section 1, paragraph 23, to complete the certification file. FAA Form 8710-1 shall clearly indicate that the applicant has been certificated as a graduate of a pilot school with examining authority.

**5. INSPECTIONS FOR COMPETENCY.** The FSDO may inspect the ACR for competency at any time deemed appropriate. Inspections may consist of an inspector observing the ACR conduct pilot certification functions, or may involve an in-depth review of pilot school records to confirm that the records support certification actions already completed by the ACR. If an inspection indicates an apparent deficiency in standards or judgment, the FSDO will initiate educational or remedial action to correct the deficiency.

**6. DURATION OF DESIGNATION.** An ACR's Certificate of Authority expires 12-calendar months after the month of issuance. The Certificate of Authority automatically expires and must be surrendered in the event the pilot school terminates operations or the ACR ceases to be employed at that

pilot school. If that occurs, the pilot school is required to immediately surrender the ACR's Certificate of Authority to its jurisdictional FSDO.

*A. Renewal of Designation.* The ACR shall apply for renewal at least 60 days prior to the expiration date of the designation. The ACR may renew the designation by following the same procedures used for initial application. The application must include:

(1) The ACR's current Certificate of Authority.

(2) A record of all certificate and/or rating applications processed since initial issuance or last renewal of the ACR designation. The record must show the name of the applicant, the certificate or rating applied for, the date, and the disposition of the application.

(3) The ACR shall schedule a personal interview with the inspector renewing the designation to review examiner performance and procedures.

*B. Prerequisites for Renewal.* The following prerequisites are required for renewal.

(1) The pilot school certificate, which is the basis for the ACR designation, shall be current and valid. If the certificate is due for renewal, it must be approved for renewal at the time the ACR applies for renewal.

(2) The FSDO must find that continuation of the ACR designation is justified to provide service to graduates of the pilot school and that renewal of the designation is in the interest of the FAA on the basis of the workload involved.

*C. Reinstatement.* The FSDO may not accept airman certification files from the holder of an expired ACR designation. However, at the discretion of the supervising FSDO, the ACR may reinstate an expired designation, using the same procedures as for initial application.

**7. TERMINATION OR NONRENEWAL.** The information and guidance provided in chapter 1, section 4, paragraphs 4 and 5, regarding delegation and rescission of an examiner authorization and termination or non-renewal of a designation, applies to all designations, including ACR designations.

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## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of FAA certification procedures and the eligibility and experience criteria for designation as an ACR.

*B. Coordination.* This task will require coordination with an operations inspector.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- Parts 61, 141, and 183
- Pilot school training course outlines

#### *B. Forms.*

- FAA Form 8710-10, National Examiner Board—Designated Pilot Examiner Candidate Application
- FAA Form 8710-1, Airman Certificate and/or Rating Application
- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8430-9, Certificate of Authority
- FAA Form 8000-5, Certificate of Designation

#### *C. Job Aids.*

- Figure 16-1, Designated Examiner's Report Section of FAA Form 8710-1, Airman Certificate and/or Rating Application, Completed by an ACR

### 3. PROCEDURES. Accomplish the following steps.

*A. Application.* The applicant must complete an FAA Form 8710-10. The completed application should be submitted to the supervising FSDO.

**NOTE: Do not send the application to the NEB.**

(1) Complete an oral examination with an inspector.

(2) Complete training on evaluation of airman applications and procedures for processing airman certification files.

(3) The jurisdictional FSDO shall review the applicant's FAA Form 8710-10 and send a copy of the completed form that notifies AFS-760 and the General Aviation and Commercial Division, AFS-800.

*B. Process Certification Files.* Prior to designation as an ACR, evaluate applications for a certificate and/or rating and issue temporary certificates, as appropriate.

(1) Return any application that is denied to the appropriate pilot school authorities for action.

(2) Make a record of all certificates and/or rating applications processed, including those denied.

*C. Renewal.* Apply for renewal before the expiration date of the ACR's current designation.

(1) Present the examiner's Certificate of Authority and a record of all applications processed since the last renewal to the designating FSDO.

(2) Schedule a personal interview with the inspector renewing the designation to discuss examiner performance and procedures.

**4. TASK OUTCOMES.** Successful completion of this task results in designation as an ACR and appropriate exercise of the examiner's authority.

### 5. FUTURE ACTIVITIES.

*A.* Accomplishment of inspections by the FSDO.

*B.* Renewal of the ACR designation.

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**FIGURE 16-1. DESIGNATED EXAMINER'S REPORT SECTION OF FAA FORM 8710-1, AIRMAN CERTIFICATE AND/OR RATING APPLICATION, COMPLETED BY AN ACR**

<b>Instructor's Recommendation</b> I have personally instructed the applicant and consider this person ready to take the test.				
Date	Instructor's Signature (Print Name & Sign)	Certificate No:	Certificate Expires	
11/25/03	MARK GRAY	7712255CFI	03/31/05	

  

<b>Air Agency's Recommendation</b> The applicant has successfully completed our PRIVATE PILOT AIRPLANE SINGLE ENGINE LAND course, and is recommended for certification or rating without further practical test.				
Date	Agency Name and Number	Officials Signature	Title	
11/27/03	BRANNON AVIATION PS 304-7	DEAN CHAMBERLAIN	CHIEF FLIGHT INSTRUCTOR	

  

<b>Designated Examiner or Airman Certification Representative Report</b>				
<input type="checkbox"/> Student Pilot Certificate Issued (Copy attached)				
<input checked="" type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR Part 61 for the certificate or rating sought.				
<input checked="" type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate.				
<input checked="" type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below.				
<input checked="" type="checkbox"/> Approved -- Temporary Certificate Issued (Original Attached)				
<input type="checkbox"/> Disapproved -- Disapproval Notice Issued (Original Attached)				
Location of Test (Facility, City, State)		Duration of Test		
N/A		Ground N/A	Simulator/FTD N/A	Flight N/A
Certificate or Rating for Which Tested		Type(s) of Aircraft Used		Registration No.(s)
PRIVATE PILOT AIRPLANE SINGLE ENGINE LAND		N/A		N/A
Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires
12/5/03	EDWARD D. HAVENS	9876543210	GL-09-123AR	10/31/04

  

<b>Evaluator's Record (Use For ATP Certificate and/or Type Ratings)</b>				
	Inspector	Examiner	Signature and Certificate Number	Date
Oral	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

  

<b>Aviation Safety Inspector or Technician Report</b> I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.				
<input type="checkbox"/> Approved -- Temporary Certificate Issued (Original Attached)				
<input type="checkbox"/> Disapproved -- Disapproval Notice Issued (Original Attached)				
Location of Test (Facility, City, State)		Duration of Test		
		Ground	Simulator/FTD	Flight
Certificate or Rating for Which Tested		Type(s) of Aircraft Used		Registration No.(s)
<input type="checkbox"/> Student Pilot Certificate Issued				
<input type="checkbox"/> Examiner's Recommendation				
<input type="checkbox"/> Reissue or Exchange of Pilot Certificate				
<input type="checkbox"/> Special Medical test conducted -- report forwarded to Aeromedical Certification Branch, AAM-330				
<input type="checkbox"/> Certificate or Rating Based on				
<input type="checkbox"/> Military Competence				
<input type="checkbox"/> Foreign License				
<input type="checkbox"/> Approved Course Graduate				
<input type="checkbox"/> Other Approved FAA Qualification Criteria				
<input type="checkbox"/> Flight Instructor				
<input type="checkbox"/> Renewal				
<input type="checkbox"/> Reinstatement				
Instructor Renewal Based on				
<input type="checkbox"/> Activity				
<input type="checkbox"/> Training Course				
<input type="checkbox"/> Test				
<input type="checkbox"/> Duties and Responsibilities				
Training Course (FIRC) Name		Graduation Certificate No.		Date
Date	Inspector's Signature (Print Name & Sign)	Certificate No.	FAA District Office	

  

Attachments: <input type="checkbox"/> Student Pilot Certificate (Copy) <input checked="" type="checkbox"/> Knowledge Test Report <input checked="" type="checkbox"/> Temporary Airman Certificate <input type="checkbox"/> Notice of Disapproval <input checked="" type="checkbox"/> Superseded Airman Certificate	<input checked="" type="checkbox"/> Airman's Identification (ID) <b>MISSOURI DRIVER'S LICENSE</b> Form of ID 378294651 Number 09-30-04 Expiration Date (504) 343-9808 Telephone Number	ID: Name: <b>RACHEL GRAY</b> Date of Birth: <b>08-08-74</b> Certificate Number: <b>456798732</b> E-Mail Address: <b>NONE</b>
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FAA Form 8710-1 (4-00) Supersedes Previous Edition

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